

URBAN/MUNICIPAL

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M36

1995

MINUTES OF THE

PERSONNEL & ORGANIZATION

COMMITTEE

JAN. 31, 1995

JANUARY 1950

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STANDARD TIME

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MINUTES OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
1995 01 12

Present: Trustees Korz (Chairman), Darby, Johnston, Mulholland, Paquin, Rodgeron and Stewart.

Also

Present: Trustees Bishop, Cunningham, Desmarais, Gage, Hicks, Hill, Johnstone, Lowe, MacDonald, Orban and Rogers.

Officials

Present: D. Goodridge (Director of Education and Secretary)
R. Binns (Superintendent of Human Resources)
P. Shewfelt (Superintendent of Finance and Treasurer)
N. Nicholls (Superintendent of Schools – Mountain)
S. Rogers (Assistant to the Secretary)

Mr. Korz called the meeting to order.

Referring to the Elementary/Secondary part of the Agenda, the members agreed to consider item 2 (Report re Vice-Principal Candidates Eligible for Promotion) first as this would impact on the members' consideration of item 1 (Recommendations of the Superintendent of Human Resources). [See Page 3]

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Update on O.M.E.R.S. (Ontario Municipal Employees Retirement System) Downsizing Plan 7 Ms. D. Russon, Employee Relations Manager, reviewed the Report, noting a further update will be forthcoming on the number of employees who will have availed themselves of the early retirement option for 1995.

Moved by Mrs. Hill:

That the Update on O.M.E.R.S. (Ontario Municipal Employees Retirement System) Downsizing Plan 7 be received for information.

CARRIED

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources In response to Mrs. Hill's question, Mrs. Nicholls clarified that the position in Clause 3(a) was approved last year as part of the restructuring of the Program Department. Mr. Goodridge affirmed this position is within the approved staffing complement and is not an addition.

Moved by Mr. Mulholland:

That the recommendations of the Superintendent of Human Resources be approved as presented.

Ms. Russon advised Miss Cunningham that the position of Compensation Administrator in Clause 7(a) will be reviewed. At this time, the position will be posted as a temporary assignment at the level of Employee Relations Officer, noting a vacancy for this position currently exists due to the secondment of one staff. Ms. Russon indicated further that she will be assuming responsibilities for Pay Equity with some of her workload being distributed. This arrangement will be reviewed in late August.

The motion was put to a vote and was CARRIED.

**Staffing Report – Full
Time Equivalent
Positions, 1994 12 31**

Mr. Binns reviewed the Report, noting the changes.

Moved by Dr. Johnston:

That the Staffing Report – Full Time Equivalent Positions as of 1994 12 31 be received for information. CARRIED

**Report on Supply
Teacher Usage,
1994 11 30**

Mr. Binns reviewed the Report.

Acknowledging Miss Cunningham's observation, Mr. Binns indicated that the combined expenditures for Secondary/Elementary supply teacher usage could reach an "over budget" figure of \$3.6 million by the end of 1994.

Moved by Mr. Darby:

That the Report on Supply Teachers as of 1994 11 30 be received for information. CARRIED

Temporary Assistance Report

**(a) Substitute
Cleaner/Casual
Assistance
Usage – 1994**

Mrs. Rodgeron expressed concern with the lack of improvement in the "\$ Expense" column. Noting this reflects the average figure by month, Mr. Binns replied that the implementation of the attendance management system is anticipated to reduce the absentee rate for this group.

Responding to Mrs. Bishop, Mr. Binns agreed to provide information regarding expenditures (for Substitute Cleaner/Casual Assistance Usage) as a percentage of the budget in future reporting as well as year to date budgeted figures.

In reply to Mrs. Hill's query, Mr. Binns related the initiatives of the Human Resources Department in addressing the issues surrounding Workers' Compensation, including the health and safety programs for staff. He also explained the tracking of and the measures taken to minimize work-related injuries.

Mr. Mulholland commented that the issue of attendance management should not be "focused" solely on this employee group.

Moved by Ms. Orban:

That the Report on Substitute Cleaner/Casual Assistance Usage as of 1994 11 30 be received for information. CARRIED

**(b) 1993 and 1994
Temporary Assistance
Expenditures**

Moved by Ms. Orban:

That the 1993 and 1994 Temporary Assistance Expenditures Report be received for information.

Mrs. Bishop expressed her appreciation for the new reporting format.

Mr. Binns affirmed for Mr. Stewart that there may be savings in this area in the long term.

The motion was put to a vote and was CARRIED.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Report re
Vice-Principal
Candidates Eligible
for Promotion

Mr. Binns presented the Report.

Mrs. Hill expressed concern regarding the resulting 8 candidates in the Elementary Vice-Principal pool by the approval of the Promotion List tonight. Mr. Binns responded that the original 4 individuals will be promoted and we will be drawing from the new pool this coming Summer.

Moved by Mr. Gage:

That the Report regarding Vice-Principal Candidates Eligible for Promotion be received for information and the following recommendation approved:

a) That the Vice-Principal Eligible for Approval List be approved and that this become the Approved for Promotion List for Elementary Schools:

Elementary
Lee Hondronicols
Douglas Lenz
Maxine Martineau
Janice Robertshaw

Secondary
Dorte Deans
Suzanne Dube

CARRIED

Recommendations
of the Superintendent
of Human Resources

Moved by Mr. Mulholland:

That the recommendations of the Superintendent of Human Resources be approved as presented.

Mr. Binns clarified for Mr. Stewart that it is the Board's practice to extend a Leave of Absence up to two years and only for exceptional situations do we go beyond that.

The motion was put to a vote and was CARRIED.

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

RECEIVED
The Office of the Secretary of the
Department of the Interior
Washington, D. C.
The enclosed are for the Secretary of the
Department of the Interior

ALBANY, N. Y.

At Albany, N. Y., this 1st day of
January, 1901, I, the undersigned,
being duly sworn, depose and say that
the within and foregoing is a true and
correct copy of the original of the
same as the same appears from the
records of the said Department of the
Interior.

Witness my hand and seal
this 1st day of January, 1901.

Attest:
The Secretary of the Department of the
Interior

It is the policy of the Department of the
Interior to have the records of the
Department of the Interior kept in
the Department of the Interior
and not in the hands of the
individuals who are in charge of
the same.

CAPTION

That the within and foregoing is a true
and correct copy of the original of
the same as the same appears from
the records of the said Department
of the Interior.

The within and foregoing is a true and
correct copy of the original of the
same as the same appears from the
records of the said Department of the
Interior.

That the within and foregoing is a true
and correct copy of the original of
the same as the same appears from
the records of the said Department
of the Interior.

CAY ON HBL W 26
M36
1995

Present: Trustees Darby (Chairman Pro Tem), Johnston, Mulholland and Stewart.

URBAN MUNICIPAL

Not

Present: Trustees Korz, Paquin and Rodgerson.

FEB 20 1995

Also

Present: Trustees Bishop, Cunningham, Lowe, Orban and Rogers.

GOVERNMENT DOCUMENTS

Officials

Present: D. Goodridge, Director of Education and Secretary
R. Binns, Superintendent of Human Resources
P. Shewfelt, Superintendent of Finance and Treasurer
P. Gillie, Superintendent - Administrative and Operational Services

In Mr. Korz' absence, the Secretary called for nominations for Chairman Pro Tem.

Moved by Dr. Johnston: That Trustee Darby be appointed Chairman Pro Tem for this meeting. Carried

Mr. Darby assumed the Chair and noted that regrets for being unable to attend this evening's meeting were received from Trustees Hill, Korz, MacDonald and Rodgerson.

GENERAL

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Moved by Dr. Johnston: That the following Recommendations of the Superintendent of Human Resources be approved.

3. PROMOTIONS

(a) That Murray Lumley (S) be seconded to the position of Special Assignment Teacher (Environmental and Outdoor Education), effective 1995 02 01 to 1995 06 30, with salary according to the salary schedule. (Replacement)

(b) That the following staff be promoted to the positions stated, effective 1995 02 01, with salary according to the salary schedule:

Mary Davis, Secretary to the Director - Grade 10 (Administrative Staff) (Replacement)
Patricia Kossup, Supervisor, Technical Support Services - Grade 11 (Administrative Staff)

(New Position -- Approved Reorganization)

The motion was put to a vote and was Carried.

ELEMENTARY/SECONDARY

NEW BUSINESS:Recommendations of the Superintendent of Human Resources

Moved by Canon Rogers: That the following Recommendations of the Superintendent of Human Resources be approved:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That the following teachers be re-appointed to the Probationary Staff, effective 1995 02 01, with salary according to the salary schedule:

Virginia Brisbin (S), 2/6 (2/3 Semester 2 only)
 Paul Guagliano (S), 3/6 (Full Time Semester 2 only)
 Jeannine MacIsaac (S), 2/6 (2/3 Semester 2 only)
 David Ormerod (S), 3/6 (Full Time Semester 2 only)
 (Replacements and Allocations)

(ii) That the following teachers be appointed to the Probationary Staff, effective 1995 02 01, with salary according to the salary schedule:

Janice Kovar (S), 3/6 (Full Time Semester 2 only)
 Melinda Lula (S), 2/6 (2/3 Semester 2 only)
 P. Bruce McLeod (S), 2/6 (2/3 Semester 2 only)
 Kelly Pike (S), 2/6 (2/3 Semester 2 only)
 Graham Timms (S), 3/6 (Full Time Semester 2 only)
 (Replacements and Allocations)

2. PERMANENT STAFF APPOINTMENTS

(a) That the following teachers be re-hired and appointed to the Permanent Staff, effective 1995 02 01, with salary according to the salary schedule:

Bruce Cooke (S), 3/6 (Full Time Semester 2 only)
 Leslie Cramer (S), 3/6 (Full Time Semester 2 only)
 Victoria Kudrenski (S), 3/6 (Full Time Semester 2 only)
 (Replacements)

3. PROMOTIONS

(a) That the following teachers be appointed to the positions indicated, effective as shown, with salary according to the salary schedule:

Richard Brooks (S), (Acting Head of Department - Business), 1995 02 01 to 1995 08 31
 Anne Klaus (S), (Acting Head of Department - French Immersion), 1995 02 01
 Kathryn McIntyre (S), (Acting Head of Department - Visual Arts), 1995 02 01 to 1995 08 31
 Jeffrey Nichol (S), (Acting Head of Department - Science), 1995 02 01
 Sharon Stephanian (S), (Acting Assistant Head of Department - Business), 1995 02 01 to 1995 08 31
 Martin Strobl (S), (Acting Head of Department - Languages), 1995 02 01 to 1995 08 31
 (Replacements)

5. TIMETABLE CHANGES

(a) That the following timetable changes be approved, effective as shown, with salary according to the salary schedule:

Tracey Austin (S), 3/6 to 6/6, 1995 02 01
 Robert Bukvic (S), 3/6 to 6/6, 1995 02 01
 Linda Evans (S), 4/6 to 6/6, 1995 02 01
 Denise Hagger (S), 2/6 to 4/6, 1995 02 01 (2/3 Sem. 2)
 William Holinaty (S), 3/6 to 6/6, 1995 02 01 to 1995 06 30
 Joan Massey (S), 4/6 to 5/6, 1995 02 01 (F.T. Sem. 2)
 Rebecca Southern (S), 3/6 to 6/6, 1995 02 01
 Mark Spera (S), 3/6 to 6/6, 1995 02 01
 Michelle Visca-Facciuolo (S), 3/6 to 5/6, 1995 02 01 (2/3 Sem. 2)
 (Replacements and Contract Compliance)

8. LEAVES

Leave of Absence

(a) That the request of Lee Raso (S) for a 1/3 Leave of Absence, effective 1995 02 01 to 1995 08 31 (2/3 timetable Semester 2), be granted.

The motion was put to a vote and was Carried.

The meeting then adjourned.

Read and confirmed

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 Chairman

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URBAN/MUNICIPAL
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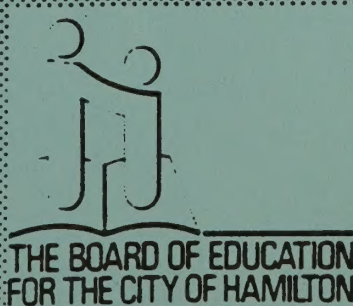
FEBRUARY 1995
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PERSONNEL *AND* *ORGANIZATION* *COMMITTEE*

URBAN MUNICIPAL

FEB 20 1995

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MINUTES OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
1995 02 09

Present: Trustees Korz (Chairman), Darby, Johnston, Mulholland, Paquin, Rodgerson and Stewart.

Also

Present: Trustees Bishop, Cunningham, Desmarais, Gage, MacDonald, Orban and Rogers.

Officials

Present: D. Goodridge (Director of Education and Secretary)
R. Binns (Superintendent of Human Resources)
P. Gillie (Superintendent – Administrative and Operational Services)

Mr. Korz called the meeting to order and noted regrets for not attending were received from Trustee Johnstone. He then called for confirmation of the minutes.

Moved by Mr. Paquin:

That the minutes of the regular meeting of 1994 11 10 and special meeting of 1994 12 15 be approved. **CARRIED**

GENERAL

NEW BUSINESS:

**Recommendations
of the Superintendent
of Human Resources**

Moved by Miss Cunningham:

That the recommendations of the Superintendent of Human Resources be approved as presented. **CARRIED**

**Staffing Report – Full
Time Equivalent
Positions, 1995 01 31**

Mr. Binns reported that, due to an error in calculation, the chart has been corrected to reflect an increase of 3 teachers back to September.

At this point Ms. Gillie referred to a previous request for information regarding split junior (JK) and senior (SK) kindergarten classes. She advised that of the total 260 JK and SK classes, 13 are split classes, with an average class size in the split classes of 19.8 students.

Moved by Dr. Johnston:

That the Staffing Report – Full Time Equivalent Positions as of 1995 01 31 be received for information. **CARRIED**

**Report on Supply
Teacher Usage,
1994 12 31**

Moved by Mr. Darby:

That the Report on Supply Teacher Usage as of 1994 12 31 be received for information. **CARRIED**

ELEMENTARY/SECONDARY

BUSINESS ARISING OUT OF THE MINUTES:

**Report re Lunchtime
Supervision**

Mr. Binns provided a brief overview then called on Ms. M. Avery, Human Resources Officer – Lunch Program Leader, who reviewed the Report.

Ms. Orban referred to a letter from the Ridgemount School's Home and School Association with 100 signatures requesting that the school's present ratio for lunchroom supervisors be maintained until the end of the school year.

Mr. Binns confirmed that after March Break, the program would revert to the 50:1 ratio.

Moved by Ms. Orban:

That the present complement for lunchroom supervisors be maintained.

Ms. Avery advised that the present ratio for lunchroom supervisors is 37:1.

Miss Cunningham was opposed to the motion, stating her preference to postpone any decision until after budget deliberations.

Responding to Mrs. Bishop, Mr. Binns alluded to planned changes in the budget process; however, a centralized budget will remain in effect until 1996.

Moved in amendment by Mrs. Bishop:

That, effective 1995 03 20, a ratio of 41:1 for lunchroom supervisors be in place until 1996 when the new budget process is implemented.

Ms. Avery advised Mr. Mulholland that the Board will incur an additional lunchroom supervision expense of \$82,000 if the present complement is maintained after March break.

Mrs. Bishop agreed with Mr. Gage's friendly amendment of incorporating the term "average" before "ratio" in her amendment.

Mr. Darby expressed his concern with the timeline of 1996 in the amendment, stating there may be other financial implications occurring before that time.

Moved in amendment to the amendment by Mr. Darby:

That the timeline of 1996 be deleted.

Responding to Mrs. Rodgeron, Mr. Goodridge advised that the Hamilton Board is the only area board which does not utilize teachers in the lunch program due to the Collective Agreement.

The amendment to the amendment was put to a vote and was CARRIED.

The amendment, as amended, was put to a vote and was CARRIED.

The following final motion, as amended, was put to a vote and was CARRIED:

That the report regarding Lunchtime Supervision be received for information and the following motion be approved:

(a) That, effective 1995 03 20, an average ratio of 41:1 for lunchroom supervisors be in place.

Mr. Stewart questioned what would happen in the schools if severe weather conditions occur after the March break.

Mr. Korz read the motion adopted in October 1994 and confirmed that the March 20 timeline was not in the original motion.

At this point in the meeting, Dr. Johnston requested the Rules and Regulations Committee review Robert's Rules for the correct process on voting on amendments and motions as amended.

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Moved by Mrs. Rodgerson:

That the recommendations of the Superintendent of Human Resources be approved as presented. **CARRIED**

Request for a Report on the Assessment Centre - Trustee Hill

As Mrs. Hill was unable to attend tonight's meeting, the members agreed to defer consideration of this item to the March meeting of this Committee.

Ms. MacDonald announced that Dr. Heather Johnston won the Woman of the Year Award in Communications at the Status of Women's Annual Awards Dinner on 1995 02 08.

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

URBAN/MUNICIPAL

CA4 ON HBL W26

M36

1995

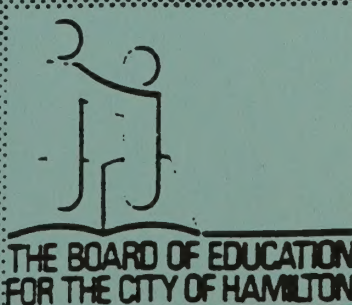
MARCH, 1995

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL

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MINUTES OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
1995 03 09

Present: Trustees Korz (Chairman), Darby, Johnston, Mulholland, Paquin, Rodgerson and Stewart.

Also

Present: Trustees Bishop, Cunningham, Desmarais, Gage, Hicks, Johnstone, Lowe, MacDonald, Orban and Rogers.

Officials

Present: D. Goodridge (Director of Education and Secretary)
R. Binns (Superintendent of Human Resources)
P. Shewfelt (Superintendent of Finance and Treasurer)
E. Bond (Superintendent of Program)
P. Gillie (Superintendent – Administrative and Operational Services)
N. Nicholls (Superintendent of Schools – Mountain)
M. Quinn (Superintendent of Schools – Lower City)
F. Cooke (Assistant Superintendent of Program)
M. Matier (Assistant Superintendent of Schools – Mountain)
S. Thompson (Assistant Superintendent of Schools – Lower City)

Mr. Korz called the meeting to order and noted regrets for not attending were received from Trustee Hill. He then called for confirmation of the minutes.

Moved by Dr. Johnston:

That the minutes of the regular meetings of 1994 12 08, 1995 01 12, 1995 02 09 and special meeting of 1995 01 31 be approved. **CARRIED**

GENERAL

NEW BUSINESS:

Recommendations
of the Superintendent
of Human Resources

Moved by Mrs. Rodgerson:

That the recommendations of the Superintendent of Human Resources be approved as presented. **CARRIED**

Staffing Reports –
Full Time Equivalent
Positions

Mr. Binns reviewed the Reports, noting the changes.

Moved by Mr. Paquin:

That the Staffing Reports – Full Time Equivalent Positions as of 1994 12 31 (revised) and 1995 02 28 be received for information. **CARRIED**

Report on Supply
Teacher Usage

Moved by Canon Rogers:

That the Report on Supply Teacher Usage as of 1995 01 31 be received for information. **CARRIED**

Temporary Assistance
Reports

Mr. Binns presented the Reports.

Substitute Cleaner/
Casual Assistance
Usage

Responding to Miss Cunningham, Mr. Binns agreed to bring further information on the "Extra Workload # of Days" column.

Moved by Miss Cunningham:

That the Reports on Substitute Cleaner/Casual Assistance Usage as of 1994 12 31 and 1995 01 31 be received for information. **CARRIED**

**Temporary Assistance
Expenditures**

Moved by Miss Cunningham:

That the 1994 and 1994-1995 Temporary Assistance Expenditures Reports be received for information. **CARRIED**

**Report re Proposed
Changes for the
Program Department**

Miss Bond presented the Report.

Miss Bond clarified that the actual financial costs of the proposed Program Department reorganization will be determined as soon as data on the requirements of the schools is available. She also noted the impact of the red circling of salaries of Co-ordinators returning to the classrooms to the savings resulting from this reorganization.

Miss Bond affirmed that the addition of 2 itinerant social workers will provide greater support in the schools that presently do not have this service.

Miss Bond responded to a question that the special assignments and consultants will be determined on what the schools deem to be necessary. Noting that the complement will not exceed 16 F.T.E., she offered to inform the members of the final allocation when it is known.

Moved by Miss Cunningham:

That the Report on Proposed Changes for the Program Department be received for information and the following recommendations approved:

a) That the proposed changes for the Program Department be approved effective September 1995 subject to budget approval.

b) That the Program Department be renamed Program Services effective September 1995.

CARRIED

ELEMENTARY/SECONDARY

NEW BUSINESS:

**Recommendations
of the Superintendent
of Human Resources**

In presenting the recommendations, Mr. Binns drew the members attention to Pages 24 to 26 which included a list of (a) teachers recommended for appointment to the Permanent Staff as a result of an arbitration ruling in Victoria County and (b) teachers recommended for termination of employment due to budget restraint and declining enrolment.

Noting she had a concern regarding a personnel matter in the recommendations, it was

Moved by Mrs. Bishop:

That this Committee meet in-camera.

CARRIED

The Committee then met in-camera. There was no action taken.

The public meeting resumed at 19:45 hours.

Moved by Miss Cunningham:

That the recommendations of the Superintendent of Human Resources be approved as presented.

CARRIED

**Request for a Report
on the Assessment
Centre- Trustee Hill**

Noting that Mrs. Hill was not present at this meeting, Miss Cunningham submitted her concerns regarding the selection process for Vice-Principal and Principal and the Assessment Centre.

Moved by Miss Cunningham:

(a) That in view of the changing nature of the role of the Principal, that the Director establish a committee to review the current Promotion Policy and Procedures for Vice-Principals and Principals including the Assessment Centre. The composition of the committee shall include: the Director, Trustees, Senior Management, Principals, parents, student council and community representatives.

(b) As part of the review, the committee will examine the selection processes used by other boards.

(c) Following the review, the committee will report back to the Personnel and Organization Committee with recommendations by September 1995.

Several trustees questioned the relevance of representation from the student council.

Some of the members felt it is appropriate to give the officials an opportunity to consider the intent of the motion.

Miss Cunningham noted she missed representation from the Federations and requested that this be added in her motion.

Moved in amendment by Ms. Orban:

That the motion be tabled.

LOST

For further clarification, Mr. Binns provided background information regarding the Vice-Principal and Principal Promotion Standing Committee and explained the process involved with the Assessment Centre.

Moved in amendment by Mr. Mulholland:

That the motion be referred to the Vice-Principal and Principal Promotion Process Standing Committee and that a report be brought back to the Personnel and Organization Committee in September.

Mr. Mulholland suggested the Committee could solicit information from other Boards about their process for similar promotions as well as consider expansion of the Committee membership as felt necessary.

The motion was put to a vote and was CARRIED

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

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URBAN/MUNICIPAL
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APRIL 1995
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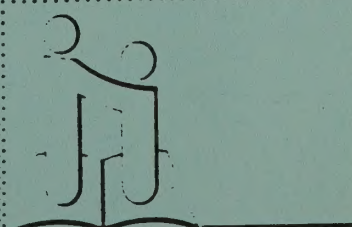
1995

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL

MAY 3 1995

GOVERNMENT DOCUMENTS



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

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ELEMENTARY/SECONDARY

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MINUTES OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
1995 04 13

Present: Trustees Korz (Chairman), Darby, Mulholland, Paquin, Rodgeron and Stewart.

Not
Present: Trustee Johnston.

Also
Present: Trustees Bishop, Cunningham, Desmarais, Hill, Johnstone and Orban.

Officials
Present: D. Goodridge (Director of Education and Secretary)
R. Binns (Superintendent of Human Resources)
P. Shewfelt (Superintendent of Finance and Treasurer)
E. Bond (Superintendent of Program)
N. Nicholls (Superintendent of Schools – Mountain)
F. Cooke (Assistant Superintendent of Program)
M. Matier (Assistant Superintendent of Schools – Mountain)
S. Thompson (Assistant Superintendent of Schools – Lower City)

Mr. Korz called the meeting to order and noted regrets for not attending were received from Trustees Johnston and Lowe. He then called for confirmation of the minutes.

Moved by Ms. Orban:

That the minutes of the regular meeting of 1995 03 09 be approved.

CARRIED

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Report re
Implementation Plan
for the Board's
Anti-Racism and
Ethnocultural Policy

Mr. Binns provided an overview and then called on Ms. I. Sushko, Equity Co-ordinator, who reviewed the Report.

Ms. Sushko clarified for Mr. Darby that all in-service activities relative to the implementation plan for the Board's Anti-Racism and Ethnocultural Policy have flexible timelines and will be facilitated within existing resources.

Moved by Mr. Darby:

That the Report re the Implementation Plan for the Board's Anti-racism and Ethnocultural Equity Policy be received for information and the following recommendation approved:

(a) That the implementation plan be approved.

CARRIED

NEW BUSINESS:

Recommendations
of the Superintendent
of Human Resources

In response to Mr. Darby's question, Mr. Binns agreed to bring back an update on the implementation of second day cleaning in the schools.

Moved by Mr. Darby:

That the recommendations of the Superintendent of Human Resources be approved as presented. **CARRIED**

**Staffing Report –
Full Time Equivalent
Positions, 1995 03 31**

Mr. Binns reviewed the Report, noting the changes.

In light of the members' concerns, suggestions for review/consideration were put forward as follows:

- the declining secondary school enrolment
- other alternatives to the present staffing model
- closer collaboration between the Board and the teacher federations in addressing the issues relative to the increasing dropout rates, teacher staffing and staffing formula
- tracking mechanism for students leaving the system

Moved by Mr. Paquin:

That the Staffing Report – Full Time Equivalent Positions as of 1995 03 31 be received for information. **CARRIED**

**Report on Supply
Teacher Usage,
1995 02 28**

In reviewing the Report, Mr. Binns drew the members' attention to the significant increase in the supply teacher budget in February (i.e. approximately 40% of the total budget). He noted this resulted from an "unusual" large number of sick leave days from the teaching staff. Mr. Binns advised that, beginning in May, the supply teacher budget allocation will be decentralized and managed by each school.

After expressing their serious concerns, the members agreed that the following areas will require closer consideration:

- implications of the "site-based management concept" in the supply teacher usage/budget, reporting system (e.g. co-ordination with Human Resources Department)
- Board policy/provisions in the Collective Agreement regarding sick leave
- data monitoring/reporting in conjunction with the Employee Information System (EIS)
- provisions from the Ministry of Education and Training regarding this issue; policies/practices of other school boards
- school by school monitoring, tracking of courses/grade level having negative impact on staff in terms of well-being, e.g. stress

Mr. Binns clarified that although the EIS system is anticipated to be fully operational by June, it will take some time and effort to incorporate the Staffing and Supply Teacher Usage information into this system.

Moved by Mr. Darby:

That the Report on Supply Teacher Usage as of 1995 02 28 be received for information. **CARRIED**

ELEMENTARY/SECONDARYNEW BUSINESS:Recommendations
of the Superintendent
of Human Resources

Moved by Mrs. Hill:

That the recommendations of the Superintendent of Human Resources be approved as presented. **CARRIED**

The Committee then met in-camera.

When the public meeting reconvened, the following motions were considered and approved:

Recommendation
of the Superintendent
of Human Resources

Moved by Miss Cunningham:

That the following recommendation of the Superintendent of Human Resources be approved as presented:

3. PROMOTIONS

(a) That the following staff be appointed to the term position of Project Team Leader (Co-ordinator), effective 1995 09 01, with salary according to the salary schedule. The duration of the term is to be determined.

Robert Chapman (S)	Stella Green-Gibson (E)
Lesley Cordero (S)	Katherine Hibbins (S)
Douglas Dunford (E)	Shelagh Simpson (E)

CARRIEDReport re Principal
Candidates Eligible
for Promotion

Moved by Mr. Stewart:

That the Report regarding Elementary School Principal Candidates Eligible for Promotion be received for information and the following recommendation approved:

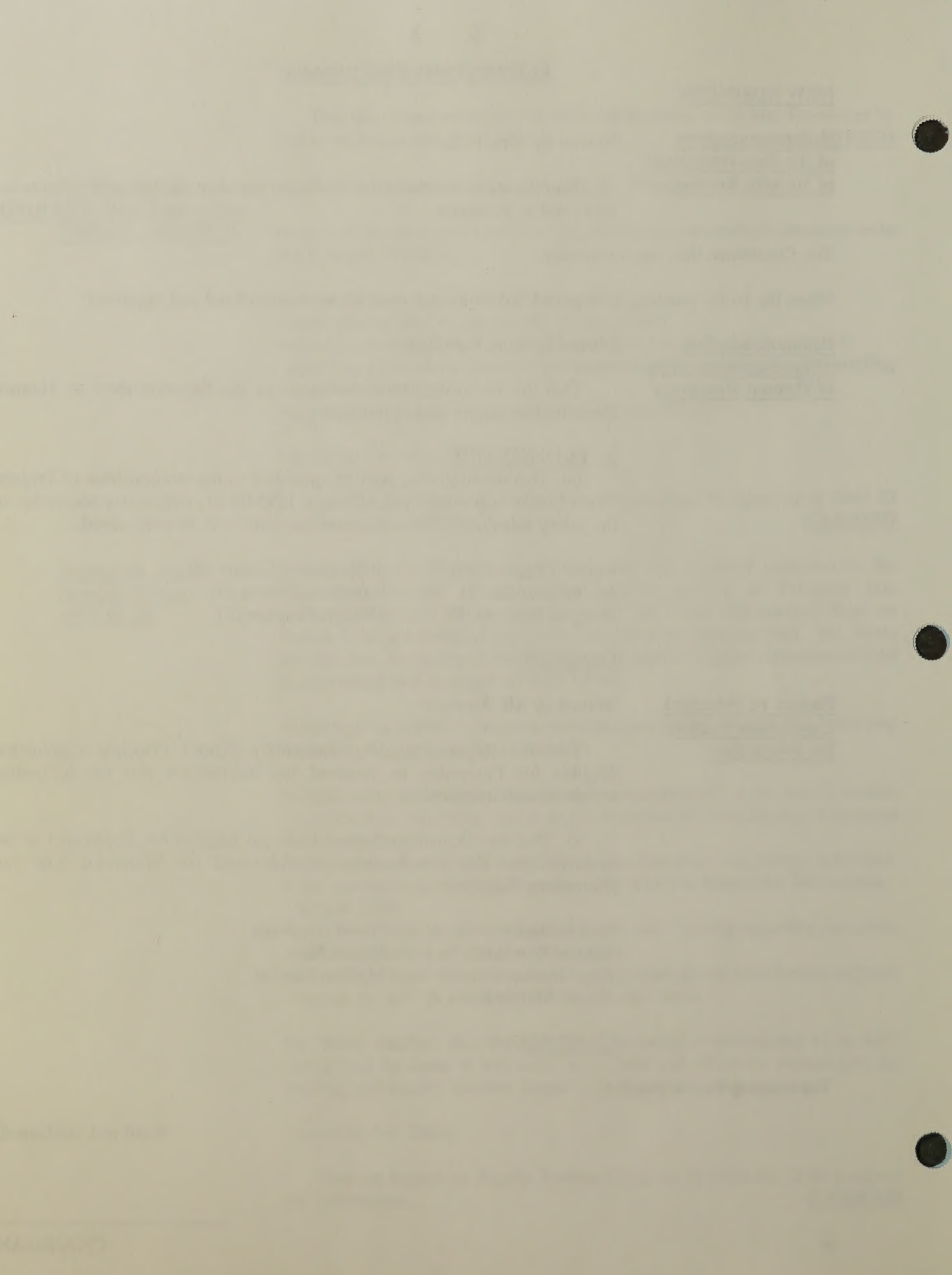
a) That the Elementary School Principal Eligible for Approval List be approved and that this become the Approved for Promotion List for Elementary Schools:

Gail Belisario	David Repchuck
Edward Grodecki	Robert Russ
Eric Hipkiss	Marilyn Stewart
Joanne McIntosh	

CARRIED

The meeting then adjourned.

Read and confirmed,



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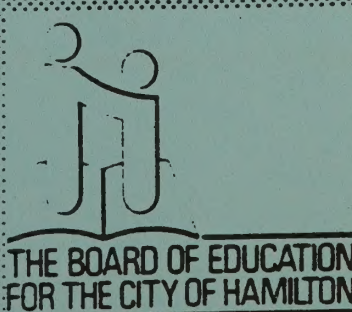
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PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL

JUN 2 1995

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MINUTES OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
1995 05 11

Present: Trustees Korz (Chairman), Darby, Johnston, Paquin, Rodgeron and Stewart.

Not

Present: Trustee Mulholland.

Also

Present: Trustees Bishop, Cunningham, Desmarais, Gage, Hill, Johnstone, Lowe, MacDonald, Orban, Patenaude and Rogers.

Officials

Present: D. Goodridge (Director of Education and Secretary)
R. Binns (Superintendent of Human Resources)
P. Gillie (Superintendent – Administrative and Operational Services)
N. Nicholls (Superintendent of Schools – Mountain)
F. Cooke (Assistant Superintendent of Program)

Mr. Korz called the meeting to order and noted regrets for not attending were received from Trustee Hicks. He reminded the members about the workshop on Performance Management System which was rescheduled [from tonight] to Thursday, 1995 05 18 at 18:00 hours, prior to the regular Board meeting.

Mr. Korz then called for confirmation of the minutes.

Moved by Dr. Johnston:

That the minutes of the regular meeting of 1995 04 13 be approved.

CARRIED

At this point, Mr. Darby raised some concerns regarding Bus Supervisors and requested a brief update from the officials. As the item was not on the Agenda, the Chairman asked for and received the two-thirds majority vote to consider it tonight. [See Page 4]

GENERAL

NEW BUSINESS:

Recommendations of
the Superintendent
of Human Resources

Moved by Dr. Johnston:

That the recommendations of the Superintendent of Human Resources be approved as presented.

CARRIED

Staffing Report –
Full Time Equivalent
Positions

Mr. Binns reviewed the Report, noting the changes.

Mrs. Hill was apprised on the number of vacant/unfilled positions which are still in the 1995 budget for the following areas: Director/Secretary, Program Services, Administrative and Operational Services and Human Resources.

Moved by Mr. Darby:

That the Staffing Report – Full Time Equivalent Positions as of 1995 04 30 be received for information.

CARRIED

Report on Supply
Teacher Usage

Mr. Binns presented the Report. Acknowledging Mrs. Hill's concerns with long-term occasional leaves of absence, Mr. Binns related the remedial

courses of action undertaken by a "Wellness" staff committee which was struck to look at addressing the needs of these employee; initiatives in this area include alternative work arrangements, stress management programs, etc.

Moved by Mrs. Hill:

That the Report on Supply Teacher Usage as of 1995 03 31 be received for information. **CARRIED**

**Report on Occasional
Teacher Formulas for
Schools**

Mr. Binns presented the Report.

Moved by Dr. Johnston:

That the Report re Administration of Occasional Teacher Days be received for information and the following recommendations approved:

(a) That, effective immediately, school administrators be responsible for managing Occasional Teacher Coverage expenditures.

(b) That the Superintendent of Human Resources remain accountable for the administration of this budget.

(c) That the following formula to determine the annual allocation for each school be implemented with supporting guidelines immediately:

(i) 50% be retained centrally for long-term occasional use

(ii) a specific number of days be retained by the Superintendent of Human Resources for the purpose of accommodating requests for additional days of coverage (includes elementary and secondary schools and other Superintendencies)

(iii) the remaining funds be allocated to the schools as follows:

60%	(Jan-June)/daily rate of occasional teacher pay /FTE of teaching staff = days per FTE (based on Sept. 94 staff complement)
40%	(Sept-Dec)/daily rate of occasional teacher pay /FTE of teaching staff = days per FTE (based on Sept. 95 staff complement)
100%	10 months total number of days per FTE

The following suggestions for review/consideration were given:

- the consistency of the ratios in this Report and the figures in the Report on Supply Teacher Usage
- monitoring by schools, given the diverse school setting
- a central tracking mechanism should be in place
- a review of "absences" patterns by schools

The motion was put to a vote and was **CARRIED**.

Temporary Assistance Report

▪ Substitute Cleaner/Casual Assistance Usage

Mr. Binns presented the Report.

Mrs. Rodgerson suggested an additional column showing year-to-year comparison for tracking purposes.

Moved by Mr. Darby:

That the Reports on Substitute Cleaner/Casual Assistance Usage as of 1995 03 31 be received for information. **CARRIED**

▪ Temporary Assistance Expenditures

Mr. Binns reviewed the Report.

Moved by Mr. Darby:

That the 1994 and 1995 Temporary Assistance Expenditures Report be received for information. **CARRIED**

June Meeting Date

The Chairman indicated that the date (1995 06 08) for the June meeting of this Committee is the Provincial Election Day.

Moved by Mr. Darby:

That the June 1995 meeting of the Personnel and Organization Committee be re-scheduled to Monday, 1995 06 12 at 18:15 hours. **CARRIED**

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Moved by Dr. Johnston:

That the recommendations of the Superintendent of Human Resources be approved as presented. **CARRIED**

At an in-camera session of this Committee, the following motion was considered and approved:

Moved by Mr. Stewart:

That the following recommendation of the Superintendent of Human Resources be approved as presented:

3. PROMOTIONS

(a) (i) That George Knill (S) be appointed to the term position of Project Team Leader (Co-ordinator), effective 1995 09 01, with salary according to the salary schedule. The duration of the term to be determined. (New Position)

(ii) That the following staff be appointed to the position of Acting Principal of an Elementary School, effective as shown, with salary according to the salary schedule: **(Replacements)**

Gail Belisario, 1995 09 01
 Thomas (Tim) Dexter, 1995 09 01
 Edward Grodecki, 1995 09 01
 Barbara Haverty, 1995 09 01
 Eric Hipkiss, 1995 09 01
 Joanne McIntosh, 1995 09 01
 David Repchuck, 1995 11 01
 Robert Russ, 1995 09 01
 Kathleen Watters, 1995 09 01

(iii) That Jon Sims be appointed to the position of Acting Principal of a Secondary School, effective 1995 09 01, with salary according to the salary schedule. **(Replacement)**

(iv) That the following staff be appointed to the position of Acting Vice-Principal of an Elementary School, effective 1995 09 01, with salary according to the salary schedule: **(Replacements)**

Anne Cliffe
 Sandra Cole
 Terese Gallagher
 Lee Hondronicols
 Patricia Hutchinson
 Douglas Lenz
 Maxine Martineau
 Janice Robertshaw

CARRIED

Report re Recovery of Cost of Educational Assistant (.2) Through Insurance

Moved by Mr. Darby:

That the request of parents to have an educational assistant be assigned to their child two half days per week (.2 FTE) effective immediately until 1995 06 30 be granted and that the insuring agents be billed to recover the costs. **CARRIED**

Verbal Update re Bus Supervisors

At the request of Mr. Darby, Ms. M. Avery, Human Resources Officer, provided the following update:

- Of the 42 Bus Supervisors who received notice of termination, 25 are also employed as Lunchtime/Cafeteria Supervisors. The termination and severance package were based on the Employment Standards Act. There could be disqualification of Unemployment Insurance Commission (U.I.C.) claims for these 25 employees due to U.I.C. regulations.

- Two options were given:

Option 1, Continue as Lunchtime/Cafeteria Supervisor: No severance package, reduced U.I.C. benefits

Option 2, Resign as Lunchtime/Cafeteria Supervisor: Payment of 1 week's wages (as Lunch and Bus Supervisor) per year of employment, U.I.C. benefits will be paid if there is "just cause" for resignation

■ Based on her discussion with the 25 employees, Ms. Avery felt their choice would be Option 2.

■ There could be additional costs for the Board if all of the 25 employees request severance. It was noted further that terminating these employees may not be justified as the need for the position exists.

Mr. Binns advised that he will send a formal letter to Canada Employment and Insurance Employment Centre outlining the circumstances and requesting consideration for the claims of these employees. He agreed to provide a further update on the issue.

It was agreed:

That the verbal update regarding Bus Supervisors be received for information.

**Report re The Future
of Technological
Education in
Hamilton**

Mr. P. Scordino, Technological Education Co-ordinator, gave a brief overview of the Report.

In updating the members on the teaching lines and staffing, Ms. H. Sims, Staffing Co-ordinator, emphasized the "teacher" shortage in Technological Education and Science. She referred to a Principals' Committee which has been struck to consult with teachers in the system to determine their capability and willingness to teach these subjects.

In expressing their concerns, the members provided the following suggestions for review and consideration:

- qualifications/classroom experience of these teachers and the implications to the quality of education and resulting graduates
- impact on school timetabling/scheduling
- alternative ways of offering these courses, e.g. by semester, teacher hiring per project, etc.
- negotiation issues, e.g. seniority/bumping process, holding teachers "out of order" of the seniority list
- teacher hiring practices in other boards
- costs involved in purchasing services from other boards
- "contracting out" programs

Noting some sensitive statements during the discussion, it was

Moved by Mrs. Lowe:

That this Committee meet in-camera.

Lost

As the members would like to receive further information on the present status of teacher staffing across the system, it was

Moved by Miss Cunningham:

(a) That the Report on the Future of Technological Education in Hamilton be received for information.

(b) That the issue of Teacher Staffing be referred to a Special Meeting of the Personnel and Organization Committee to be scheduled on 1995 06 01, immediately following the June, 1995 Program Committee meeting.

Miss Cunningham alluded to the efforts of the Salary Committee in addressing negotiation issues, particularly the potential changes to the Collective Agreement.

The motion was put to a vote and was **CARRIED**.

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

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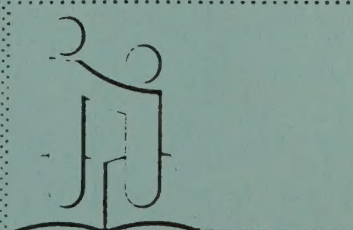
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PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL

JUN 22 1995

GOVERNMENT DOCUMENTS



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

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PERSONNEL AND ORGANIZATION COMMITTEE
1995 06 12

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ELEMENTARY/SECONDARY

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MINUTES OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
1995 06 12

Present: Trustees Korz (Chairman), Darby, Johnston, Mulholland, Paquin, Rodgerson and Stewart.

Also

Present: Trustees Bishop, Cunningham, Desmarais, Hicks, Hill, Lowe, MacDonald, Orban and Patenaude.

Officials

Present: D. Goodridge (Director of Education and Secretary)
R. Binns (Superintendent of Human Resources)
P. Shewfelt (Superintendent of Finance and Treasurer)
E. Bond (Superintendent of Program)
P. Gillie (Superintendent – Administrative and Operational Services)
N. Nicholls (Superintendent of Schools – Mountain)
M. Quinn (Superintendent of Schools – Lower City)
R. Lavoie (Superintendent of Schools – French as a First Language)
M. Matier (Assistant Superintendent of Schools – Mountain)
S. Thompson (Assistant Superintendent of Schools – Lower City)

Mr. Korz called the meeting to order. Reminding that a special meeting of this Committee has been scheduled for 1995 08 31 to consider staffing for September, 1995, Mr. Korz requested the Committee members contact the Minute Room if they have concerns regarding attendance at this meeting. He then called for confirmation of the minutes.

Moved by Mr. Paquin:

That the minutes of the regular meeting of 1995 05 11 be approved.

CARRIED

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Travel Allowance
Report

Mr. Binns presented the Report.

Moved by Dr. Johnston:

That the Travel Allowance Report be received for information and the following recommendations approved:

(a) That Trustees and members of Senior Management continue to be paid a fixed annual travel allowance.

(b) That the schedule of fixed annual travel allowances for those employees on the approved list be deleted effective 1996 01 01.

(c) That the new method of payment for all employees on the approved list be based on a per kilometre reimbursement of 30 cents per kilometre effective 1996 01 01.

(d) That the following Travel Reimbursement Policy be adopted by the Board:

"The Board shall reimburse employees using their automobiles at the rate of 30 cents per kilometre as of 1996 01 01 for travelling expenses incurred on authorized Board business as part of regular duties."

Noting the new policy is aimed at providing an equitable method of reimbursing employees who are required to use their own vehicles for approved Board business, Mr. Binns affirmed there could be a minimal increase in costs associated with the new method of payment.

The motion was put to a vote and was **CARRIED**.

**Report re the
Performance Appraisal
System Policy**

Mr. Binns presented the Report and then called on the following who provided insights on the proposed Performance Appraisal System Policy: J. Evans, Principal of Prince of Wales Elementary School, R. Halmos, Vice-Principal of Scott Park Secondary School, and L. Newkirk, Home and School representative.

Moved by Mrs. Hill:

That the Report re the Performance Appraisal System Policy be received for information and the following recommendations approved:

(a) That the Performance Appraisal System Policy document, including the following policy statement, be approved:

"It is the policy of the Hamilton Board of Education to appraise performance of all employees through regular supervision, monitored growth plans and formal evaluation."

(b) That the Performance Appraisal System Action Plan be approved.

(c) That the Performance Appraisal System Steering Committee align the applicable components with the Ontario College of Teachers policy when it becomes available.

(d) That the Performance Appraisal System be reviewed in December 1999.

In response to the members' concerns, the following clarifications were provided:

- "Fine tuning" of the Performance Appraisal Policy document and Action Plan will be ongoing and permeate the implementation process.
- A process for feedback on/evaluation of the evaluators will be incorporated into the Policy.
- C.U.P.E. Local 1344 declined membership on the System Umbrella Committee.
- The Growth Plan component of the Policy is focused on a planned, co-operative and negotiated learning process among all employees. Emphasizing the significance of this collaborative process to the entire organization, Mr.

Binns indicated that every effort will be exerted in encouraging employee participation.

At this point, Mr. Desmarais requested the record show that he shared Miss Cunningham's concerns with potential detrimental implications of the Growth Plan component to staff who opt for "dormancy" in terms of professional growth in their jobs/careers.

The motion was put to a vote and was CARRIED.

**Report re Management
of Corporate
Development**

Mr. Goodridge presented the Report.

In light of some questions involving sensitive information, the members agreed that the discussion be held during the in-camera session tonight of this Committee.

When the public session re-convened, the following motion was considered and approved:

Moved by Mrs. Lowe:

That the Report re Management of Corporate Development be received for information and the following approved:

(a) That the following recommendations in the Report re Management of Corporate Development be referred back to the Director for clarification:

(i) That leadership and responsibility for corporate development be established through the Director's Office through the re-alignment of job responsibilities and duties and the redeployment of the existing staff complement.

(ii) That responsibility for corporate development be assigned to the Public Relations Officer and that the position be re-named the Manager of Public Relations and Corporate Development with key functions as described in Appendix A.

(b) That the Director present a Corporate Development Plan and Policy to the September, 1995 Meeting of the Operations and Finance Committee, following the Corporate Development Objectives and Guidelines listed in Appendix B.

CARRIED

NEW BUSINESS:

**Recommendations
of the Superintendent
of Human Resources**

Moved by Dr. Johnston:

That the recommendations of the Superintendent of Human Resources be approved as presented. CARRIED

**Staffing Report –
Full Time Equivalent
Positions**

Mr. Binns presented the Report.

Mr. Mulholland referred to vacant/unfilled positions still reflected in the 1995 Budget, stating his calculations indicated approximately 35 positions (equating to \$2.2 million) are unaccounted for.

Mr. Binns agreed to bring back a response at the September, 1995 meeting of this Committee.

Moved by Dr. Johnston:

That the Staffing Report – Full Time Equivalent Positions as of 1995 05 31 be received for information. **CARRIED**

Report on Supply Teacher Usage

Mr. Binns presented the Report.

Moved by Mr. Darby:

That the Report on Supply Teacher Usage as of 1995 04 30 be received for information.

When previous concerns resurfaced regarding the significant increase in the Supply Teacher budget, the following suggestions for review/consideration were put forward:

- A recalculation of the figures to consider recoverable monies, e.g. requests for staff assistance where the Board receives reimbursement for salaries and wages, the provisions for maternity leave of absence, etc. The members felt that actual expenditures/revenues which impact on Supply Teacher budget should be reflected in this Report.
- Reviewing areas where the Board may have "better control over", e.g. conferences/seminars, meetings (in and outside of the system), Federation matters.
- Further information regarding Attendance Management Consultant

The motion was put to a vote and was **CARRIED**.

Report re "Change Your Future" Program

In presenting the Report, Mr. Binns emphasized the positive results of an evaluation made in the initial year of this program.

Moved by Dr. Johnston:

That the Report re "Change Your Future" Program be received for information and the following recommendation approved:

- (a) That the "Change Your Future" Program continue for the 1995–96 school year.

CARRIED

Annual Report – Occupational Health and Safety

Mr. Binns provided an overview and then called on Mr. B. Urie, Co-ordinator of Occupational Health and Safety, who reviewed the Report.

In response to a question, Mr. Shewfelt affirmed the Board has General Liability insurance coverage to cover for WCB-related accidents, however, there could be restrictions/exceptions in some situations.

Moved by Mr. Stewart:

That the Annual Report re Occupational Health and Safety be received for information. **CARRIED**

Attendance Management Expressing her concerns with the Board's Attendance Management Policy, it
- Requested by was
Trustee Rodgerson

Moved by Mrs. Rodgerson:

(a) That the process for Attendance Management Procedures be amended, as follows: "to be entered into once an employee's absenteeism exceeds **ten** days".

(b) That the amended process be implemented as of 1995 09 01.

Mr. Stewart was concerned with the wording of the motion and felt it would not be appropriate to consider the motion tonight.

Acknowledging Mr. Stewart's views, the Chairman ruled the motion out of order.

Mrs. Rodgerson challenged the Chair and it was **Lost**.

Expressing their concerns, several members felt the item could have been dealt with under Rule 66 (i.e. the 48-hour notice) or by a two-thirds majority vote. The Chairman recalled a "miscommunication" in clearing the addition of this item to the Agenda.

Mrs. Rodgerson requested the item be placed on the September, 1995 Agenda of this Committee, stating she does not require a report at that time.

In light of its implications for the various employee groups, it was

Moved by Mrs. Hill:

That a Report outlining the provisions regarding Attendance Management among the various employee bargaining units be brought to the September, 1995 meeting of the Personnel and Organization Committee.

As the item was not on the Agenda distributed, the Chairman requested and obtained the required two-thirds majority vote.

The motion was put to a vote and was **CARRIED**.

Request for a Report Stating some concerns with the current practice, Miss Cunningham requested
re Employee Temporary information regarding Employee Temporary Assignments, e.g. work details,
Assignments location and duration of the assignment.

Moved by Miss Cunningham:

That a Report on Employee Temporary Assignments be brought to the September, 1995 meeting of the Personnel and Organization Committee.

When the Chairman requested a two-thirds majority vote to consider the item, Mr. Stewart challenged the Chair stating that the item could be raised at the Chairs' Committee or follow the 48-hour notice rule for placing on the Agenda of this Committee. The challenge was Lost.

Mr. Mulholland declared a conflict of interest on the item and left the Board Room.

The Chairman obtained the two-thirds majority vote.

Trustees opposed to the motion considered the item a Management issue.

The motion was put to a vote and was CARRIED.

Evaluation Process for Superintendents

At an in-camera session of this Committee, the following motion was considered and approved:

Moved by Mrs. Bishop:

That the Director present a report on the evaluation process for Superintendents based on the criteria outlined in the Performance Appraisal System Policy. CARRIED

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Moved by Miss Cunningham:

That the recommendations of the Superintendent of Human Resources be approved as presented. CARRIED

Renewal of Appointment – Superintendent of Schools

At the in-camera session of this Committee, the following motion was considered and approved:

Moved by Mr. Stewart:

That the appointment of Murray Quinn as Superintendent of Schools be renewed effective 1995 09 01, for a five-year term, subject to a mutually agreeable contract. CARRIED

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

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M36

1995

MINUTES OF THE SPECIAL MEETING OF THE
PERSONNEL & ORGANIZATION COMMITTEE

1995 06 15

Present: Trustees Korz (Chairman), Johnston, Mulholland, Paquin, Rodgerson, and Stewart.

Not

Present: Trustee Darby.

Also

Present: Trustees Bishop, Cunningham, Desmarais, Gage, Johnstone, Lowe, Orban and Rogers.

Officials

Present: D. Goodridge, Director of Education and Secretary
R. Binns, Superintendent of Human Resources
P. Shewfelt, Superintendent of Finance and Treasurer
P. Cillie, Superintendent - Administrative and Operational Services
E. Bond, Superintendent of Program
M. Quinn, Superintendent of Schools, Lower City
R. Lavoie, Superintendent of Schools, French as a First Language
F. Cooke, Assistant Superintendent of Program
M. Matier, Assistant Superintendent of Schools, Mountain
C. Rutledge, Controller

The Chairman noted that regrets for being unable to attend this evening's meeting were received from Trustee Darby.

GENERAL

NEW BUSINESS:

Verbal Update - Staff Development Project Leader

Mr. Binns, noting that the term appointment for this position concludes 1995 08 31, reported that the incumbent has chosen to return to the schools as a Principal.

Citing the critical initiatives underway which need to be completed, the members agreed with Mr. Binns' suggestion that this position be filled on a 1-year special assignment basis. He added that the leadership component of the position would be removed and no additional responsibility allowance would be attached to the special assignment. He acknowledged that it was yet to be determined whether the position would be posted or someone seconded to it.

In response to questions, Mr. Korz confirmed that a recommendation for appointment or secondment of staff would come back to the Committee.

It was agreed,

That the verbal Update - Staff Development Program Leader be received for information.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Miss Bond noted the recommendation for the appointment of 4.5 staff in Clause 3. Promotions which is over the 4.2 authorized by the Board.

Moved by Mr. Mulholland: That the following Recommendations of the Superintendent of Human Resources be approved:

1. PROBATIONARY STAFF APPOINTMENTS

(b) That Sharon Worron be appointed to the Probationary Staff in the position of Attendance Clerk (Level 1, Secondary School Clerical & Secretarial Staff), effective 1995 06 19, with salary according to the salary schedule. **Replacement**

3. PROMOTIONS

(a) (i) That the following staff be appointed to the term position of Project Team Consultant, effective 1995 09 01, with salary according to the salary schedule. The duration of the term is to be determined:

Susan Durst (E), 1.0

John Hill (S), 1.0

Carol Ramberan (S), .5

Avanell Scherer (S), 1.0

Mary Jean Tyczynski (E), 1.0

New Positions

(ii) That Robert Morrallee (E) be appointed to the term position of Special Education Consultant, effective 1995 09 01, with salary according to the salary schedule. The duration of the term is to be determined. **Replacement**

(iii) That Richard Kowalchuk (S) be appointed to the position of Acting Head of Department (Visual Arts), effective 1995 09 01, with salary according to the salary schedule. **Replacement**

6. RETIREMENTS

(a) That the resignation of Marie Marskell (E) for the purpose of retirement, effective 1995 06 30, be accepted with regret and that the Board's gratuity be paid.

8. LEAVES

Leave of Absence

(a) That the requests of the following teachers for Leaves of Absence, effective as shown, be granted:

Lesley Chiasson (E), 1995 07 03 to 1996 03 01

Allen Craven (S), 1995 09 01 to 1996 08 31

Brenda J. D'Agostino (E), 1995 08 21 to 1996 04 19

Sandra Myke (E), 1995 07 01 to 1995 11 30

(b) That the request of Carol Mulvey, Secretary (Secondary School Clerical & Secretarial Staff) for a Leave of Absence, effective 1995 07 18 to 1996 01 14, be granted.

Return from Leave of Absence

(b) That Carol Mulvey, Secretary (Secondary School Clerical & Secretarial Staff) be returned from a Leave of Absence, effective 1995 06 19.

The motion was put to a vote and was Carried.

The meeting then adjourned.

Read and confirmed

.....
Chairman

rm

History of the United States
The United States is a country
which has been growing in size
and power since its founding.
It has been a land of opportunity
and progress, and it has
been a land of freedom and
justice.

The United States is a country
which has been growing in size
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justice.

Present: Trustees Korz (Chairman), Darby, Johnston, Mulholland, Paquin, Rodgerson and Stewart.

Also

Present: Trustees Bishop, Cunningham, Gage, Hill, Johnston, Johnstone, Lowe, Orban, Patenaude and Rogers.

Officials

Present: D. Goodridge, Director of Education and Secretary
R. Binns, Superintendent of Human Resources
P. Shewfelt, Superintendent of Finance and Treasurer
P. Gillie, Superintendent - Administrative and Operational Services
E. Bond, Superintendent of Program
M. Quinn, Superintendent of Schools, Lower City
F. Cooke, Assistant Superintendent of Program
M. Matier, Assistant Superintendent of Schools, Mountain
S. Thompson, Assistant Superintendent of Schools, Lower City

GENERAL

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Mr. Binns and Mrs. Sims, Staffing Co-ordinator, presented the recommendations.

Moved by Mr. Darby: That the recommendations of the Superintendent of Human Resources be approved as presented. **CARRIED.**

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Mr. Binns and Mrs. Sims, Staffing Co-ordinator, presented the recommendations.

Several members expressed concern with the word "relinquish" in Clause 9 (a) (i).

In the discussion, Mr. Binns, noting this recommendation was connected with Clause 8. Secondment) (a) (i), relayed that the officials' were initially reluctant to grant the secondment for two reasons - the request did not come until early in the summer and would result in staffing difficulties as there was no one in the vice-principals' pool. The person in question then requested in writing that she relinquish her Vice-Principalship in order to be granted the secondment. He confirmed that the person would be placed back into the Vice-Principal pool when she returned from the secondment.

Mrs. Bishop requested that this Clause be voted on separately.

Moved by Mr. Stewart: That Clause 9. (a) (i) be tabled. **Lost.**

Some trustees spoke in favour of the manner in which the request for secondment was handled in view of the "disruption" to the staffing process the request caused.

Moved by Mr. Stewart: That this Committee meet in-camera to continue consideration of Clause 9. (a) (i). Carried.

When the public meeting resumed it was

Moved by Mrs. Hill: That the recommendations of the Superintendent of Human Resources be approved.

Moved in amendment by Mr. Darby: That the following be added to Clause 8. Secondment (a) (ii): and that Joan Browning be placed in the Vice-Principal Pool upon her return. Carried.

Moved in amendment by Mr. Gage: That Clause 9. (a) (i) be deleted. Lost.

Clause 9. (a) (i) was put to a vote and was Carried.

Clause 8. (a) (ii), as amended, was put to a vote and was Carried.

The report, as amended, was put to a vote and was Carried.

The meeting then adjourned.

Read and confirmed

.....
Chairman

rm

URBAN/MUNICIPAL

CA4 ON HBL W26

m36

1995

SEPTEMBER 1995

PERSONNEL

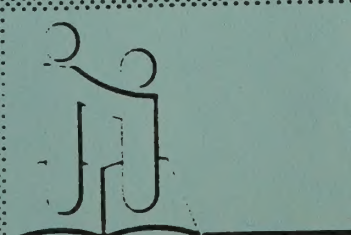
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OCT 2 1995

**ORGANIZATION
COMMITTEE**

GOVERNMENT DOCUMENTS



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

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MINUTES OF THE PERSONNEL AND ORGANIZATION COMMITTEE

1995 09 14

Present: Trustees Mulholland (Chairman Pro Tem), Darby, Paquin, Rodgeron and Stewart.

Not

Present: Trustees Desmarais, Gage, Johnston, Korz, Lowe and Patenaude.

Also

Present: Trustees Bishop, Cunningham, Hicks, Hill, Johnstone, MacDonald, Orban and Rogers.

Officials

Present: M. Quinn (Secretary Pro Tem and Superintendent of Schools – Lower City)
R. Binns (Superintendent of Human Resources)
P. Gillie (Superintendent – Administrative and Operational Services)
N. Nicholls (Superintendent of Schools – Mountain)
M. Matier (Assistant Superintendent of Schools – Mountain)
S. Thompson (Assistant Superintendent of Schools – Lower City)

Mr. Stewart called the meeting to order. Noting Mr. Korz and Mr. Goodridge were not able to be here, he called for nominations for Chairman Pro Tem and Secretary Pro Tem.

Moved by Mrs. Rodgeron:

That Mr. Mulholland be Chairman Pro Tem.

CARRIED

Moved by Mr. Mulholland:

That Mr. Quinn be Secretary Pro Tem.

CARRIED

Mr. Mulholland assumed the Chair and noted regrets for not attending were received from Trustees Desmarais, Johnston and Korz. He then called for confirmation of the minutes.

Moved by Canon Rogers:

That the minutes of the regular meeting of 1995 06 12 and special meetings of 1995 06 15 and 1995 08 31 be approved as presented.

CARRIED

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

**Report re Attendance
Management Policy
and Procedures**

Mr. Binns provided an overview and then called on Ms. J. Bell, Assistant – Staff Development, who reviewed the Report.

Moved by Miss Cunningham:

That the Report regarding Attendance Management Policy and Procedures be received for information and the following recommendations approved:

(a) That principals and managers continue to utilize the Attendance Management Procedures, as written, to manage staff attendance.

(b) That Human Resources Services review the absentee statistics in July of 1996, recommend adjustment to the present absence interview triggers and report to the Personnel and Organization Committee in September, 1996.

CARRIED

Report re Temporary
Assignments by
Occupational Groups

Mr. Binns presented the Report.

Moved by Ms. Orban:

That the Report regarding Temporary Assignments by Occupational Groups be received for information.

Miss Cunningham requested further details regarding the duration of temporary assignments be provided at the next meeting.

The motion was put to a vote and was CARRIED.

Report re Vacant or
Unfilled Caretaker/
Cleaner Positions

Mr. Binns presented the Report.

Moved by Mr. Hicks:

That the Report regarding Vacant or Unfilled Caretaker/Cleaner Positions be received for information. CARRIED

NEW BUSINESS:

Recommendations
of the Superintendent
of Human Resources

Moved by Mr. Stewart:

That the Recommendations of the Superintendent of Human Resources be approved as presented.

Mr. Stewart requested Clause 7 be voted on separately.

Clause 7 was put to a vote and was CARRIED.

The remainder of the Report was put to a vote and was CARRIED.

Staffing Report

Mr. Binns reviewed the Report, noting the changes.

Moved by Miss Cunningham:

That the Staffing Report – Full Time Equivalent Positions as of 1995 08 31 be received for information. CARRIED

Report on
Supply Teacher Usage

Mr. Binns presented the Report.

Moved by Mr. Darby:

That the Report on Supply Teachers as of 1995 06 30 be received for information. CARRIED

■ Administration of
Occasional
Teacher Days

Mr. Binns provided an overview. In response to questions at a previous meeting, he drew the members' attention to "recoverable" monies for Elementary/Secondary teaching positions. Mr. Binns then called on Mmes. R. Zajczenko, Human Resources Officer, and J. Bell, Assistant – Staff Development, who reviewed the Report.

Moved by Mrs. Johnstone:

That the Report regarding Administration of Occasional Teacher Days be received for information and the following recommendation approved:

(a) That, effective immediately, measures (as presented) be implemented to minimize the overexpenditure for the remainder of 1995.

Several trustees expressed deep concern with the overexpenditure in the occasional teachers' budget. The following suggestions for review/consideration were put forward:

- a closer look at individual school situations
- strategies for handling the Diagnostic and Review Team (DART) process
- incentive programs

Requesting the minutes reflect his remarks, Mr. Hicks urged the trustees and officials to focus on strategies and decisions to address this pressing issue in time for the next budget deliberations.

The motion was put to a vote and was CARRIED.

Temporary
Assistance Reports
■ Substitute
Cleaner/Casual
Assistance Usage

Mr. Binns presented the Report.

Moved by Mr. Paquin:

That the Report on Substitute Cleaner/Casual Assistance Usage as of 1995 07 31 be received for information. CARRIED

■ Temporary Assistance
Expenditures

Mr. Binns presented the Report

Moved by Mr. Paquin:

That the 1994 and 1995 Temporary Assistance Expenditures Report be received for information. CARRIED

ELEMENTARY/SECONDARYNEW BUSINESS:Recommendations
of the Superintendent
of Human Resources

Moved by Miss Cunningham:

That the Recommendations of the Superintendent of Human Resources be approved as presented.

Referring to Clause 2 (Permanent Staff Appointments), Mrs. Bishop requested that future recommendations indicate whether the incumbent has been through a performance evaluation prior to the appointment.

The motion was put to a vote and was CARRIED.

At this point, Mr. Stewart called a Special In-camera Meeting of the Board, immediately following this meeting, to consider two urgent issues.

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

MINUTES OF THE SPECIAL MEETING OF THE
PERSONNEL & ORGANIZATION COMMITTEE

1995 09 21

URBAN MUNICIPAL

OCT 2 1995

Present: Trustees Mulholland (Chairman Pro Tem), Darby, Johnston, Paquin, Rodgerson and Stewart.

GOVERNMENT DOCUMENTS

Not Present: Trustee Korz.

Also

Present: Trustees Bishop, Cunningham, Desmarais, Hicks, Hill, Johnstone, Lowe, Orban, Patenaude and Rogers.

Officials

Present: D. Goodridge, Director of Education and Secretary
R. Binns, Superintendent of Human Resources
P. Shewfelt, Superintendent of Finance and Treasurer
R. Lavoie, Superintendent of Schools, French as a First Language
F. Cooke, Assistant Superintendent of Program

Mr. Stewart reported that regrets for being unable to attend this evening's meeting were received from Trustee Korz and called for nominations for Chairman Pro Tem.

Moved by Dr. Johnston: That Trustee Mulholland be Secretary Pro Tem.
Carried.

GENERAL

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Moved by Mr. Darby: That the following recommendation of the Superintendent of Human Resources be approved as presented.

1. PROBATIONARY STAFF APPOINTMENTS

(a) That Anne Chaffee be appointed to the Probationary Staff (Professional Student Services Personnel Staff) as a Psychoeducational Consultant, effective 1995 09 01, with salary according to schedule.

(Contract Compliance)

CARRIED.

ELEMENTARY/SECONDARY

NEW BUSINESS:**Recommendations of the Superintendent of Human Resources**

Moved by Dr. Johnston: That the following recommendations of the Superintendent of Human Resources be approved.

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Probationary Staff, effective 1995 10 02, with salary according to the salary schedule:

Tanya Sanders (E)
Timothy White (E), .5
(Replacements)

4. INTERNAL APPOINTMENTS

(a) That Vince Martorelli, Adjustment Consultant, be appointed to the position of Social Worker, Behavioural Resource Team (Professional Student Services Personnel Staff), effective, 1995 10 01 to 1997 09 30 (two-year term position) with salary according to the salary schedule.

(New Position)

8. LEAVES**Reduced Workload Leaves**

(a) That the request of Catherine Schnarr (E) for a Reduced Workload Leave of Absence from 1.0 to .5, effective 1995 10 02 to 1996 08 31, be granted.

CARRIED.

The meeting then adjourned.

Read and confirmed

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Chairman Pro Tem

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URBAN/MUNICIPAL
CAY ON HBL W26
M36
1995

MINUTES OF THE
THE PERSONNEL AND ORGANIZATION COMMITTEE
1995 10 10

Present: Trustees Korz (Chairman), Darby, Johnston, Mulholland, Paquin, Rodgerson and Stewart.

URBAN MUNICIPAL

Also

Present: Trustees Desmarais, Hicks, MacDonald, Orban and Rogers.

NOV 2 1995

Officials

Present: D. Goodridge, Director of Education and Secretary
P. Shewfelt, Superintendent of Financial Services and Treasurer
R. Binns, Superintendent of Human Resources Services
P. Gillie, Superintendent – Administrative and Operational Services

GOVERNMENT DOCUMENTS

Mr. Korz called the meeting to order noting regrets for not being able to attend had been received from Trustees Lowe, Johnstone and Patenaude.

ELEMENTARY/SECONDARY

Recommendations of the Superintendent of Human Resources Services

Moved by Mrs. Rodgerson:

That the following recommendation of the Superintendent of Human Resources be approved as presented:

3. PROMOTIONS

(a) That Suzanne Dube (S) be appointed to the position of Acting Secondary School Vice–Principal, effective 1995 10 06, with salary according to the salary schedule. **Carried.**

Contract Compliance

The meeting then adjourned.

Read and confirmed

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Chairman

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URBAN/MUNICIPAL

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1995

OCTOBER, 1995

PERSONNEL

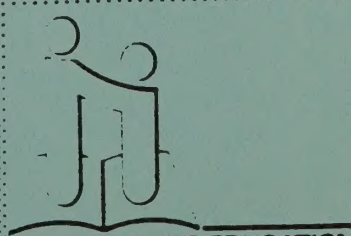
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AND

NOV 2 1995

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**ORGANIZATION
COMMITTEE**



THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

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MINUTES OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
1995 10 12

Present: Trustees Korz (Chairman), Darby, Johnston, Mulholland, Paquin, Rodgerson and Stewart.

Also

Present: Trustees Bishop, Cunningham, Desmarais, Gage, Johnstone, MacDonald and Orban.

Officials

Present: P. Shewfelt (Secretary Pro Tem and Superintendent of Financial Services and Treasurer)
R. Binns (Superintendent of Human Resources)
E. Bond (Superintendent of Program)
P. Gillie (Superintendent – Administrative and Operational Services)
F. Cooke (Assistant Superintendent of Program)

Mr. Korz called the meeting to order. Noting Mr. Goodridge was not able to attend, Mr. Korz called for nominations for Secretary Pro Tem for this evening's meetings (Personnel and Organization and Program Committees).

Moved by Dr. Johnston:

That Mr. Shewfelt be Secretary Pro Tem.

CARRIED

Mr. Korz then called for confirmation of the minutes.

Moved by Mr. Paquin:

That the minutes of the regular meeting of 1995 09 14 and special meeting of 1995 09 21 be approved.

CARRIED

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Report re Temporary Assignments by Occupational Groups

Mr. Binns reviewed the Report and responded to the members' questions.

Moved by Mr. Darby:

That the Report re Temporary Assignments by Occupational Groups be received for information.

CARRIED

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Mr. Binns presented the Report.

Moved by Mr. Darby:

That the recommendations of the Superintendent of Human Resources be approved as presented.

CARRIED

**Staffing Report –
Full Time
Equivalent Positions**

Mr. Binns reviewed the report, noting the changes included Phase 1 restructuring.

Moved by Dr. Johnston:

That the Staffing Report – Full Time Equivalent Positions as of 1995 09 30 be received for information. **CARRIED**

**Report on Supply
Teacher Usage**

Mr. Binns presented the Report.

Moved by Dr. Johnston:

That the Report on Supply Teacher Usage be received for information. **CARRIED**

ELEMENTARY/SECONDARY

NEW BUSINESS:

**Recommendations
of the Superintendent
of Human Resources**

Mr. Binns reviewed the Report.

Moved by Mr. Mulholland:

That the recommendations of the Superintendent of Human Resources be approved as presented. **CARRIED**

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

rt

CAY ON HBL W26
M36
1995OF THE PERSONNEL AND ORGANIZATION COMMITTEE
1995 11 01

Present: Trustees Rodgerson (Chairman Pro Tem), Darby, Johnston, Mulholland and Stewart.

Not Present: Trustees Korz and Paquin.

URBAN MUNICIPAL

Also

Present: Trustees Johnstone, MacDonald, Orban and Rogers.

NOV 10 1995

Officials

Present: D. Goodridge, Director of Education and Secretary
R. Binns, Superintendent of Human Resources
P. Shewfelt, Superintendent of Financial Services and Treasurer
P. Gillie, Superintendent, Administrative and Operational Services

GOVERNMENT DOCUMENTS

Mr. Stewart reported that regrets for being unable to attend this evening's meeting were received from Trustee Korz and called for nominations for Chairman Pro Tem.

Moved by Mr. Mulholland: That Trustee Rodgerson be Chairman Pro Tem. Carried.

Mrs. Rodgerson noted that regrets for being unable to attend this evening's meeting were received from Trustees Desmarais, Gage, Lowe, Paquin and Patenaude.

ELEMENTARY/SECONDARY**Recommendations of the Superintendent of Human Resources Services**

Moved by Mr. Mulholland:

That the following recommendation of the Superintendent of Human Resources be approved as presented:

3. PROMOTIONS

(a) (i) That Catherine Youngblud (E) be appointed to the position of Acting Principal of an Elementary School, effective 1996 01 01, with salary according to the salary schedule. **(Replacement)**

(ii) That the following teachers be appointed to the temporary position of Vice-Principal of an Elementary School, on an interim basis, effective as shown, with salary according to the salary schedule:

T. Charles Buttle (E), 1995 11 02

Susan Ward (E), 1996 01 01

Replacements

Carried.

The meeting then adjourned.

Read and confirmed

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Chairman Pro Tem.

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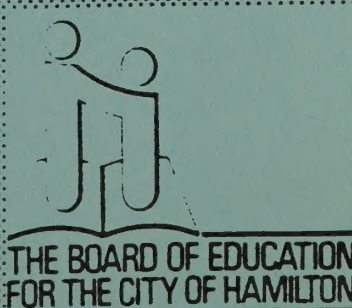
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PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL

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MINUTES OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
1995 11 09

Present: Trustees Korz (Chairman), Darby, Johnston, Mulholland, Paquin and Stewart.

Not
Present: Trustee Rodgeron.

Also
Present: Trustees Bishop, Cunningham, Desmarais, Gage, Hicks, Johnstone, Lowe, MacDonald, Orban, Patenaude and Rogers.

Officials
Present: D. Goodridge (Director of Education and Secretary)
R. Binns (Superintendent of Human Resources)
P. Shewfelt (Superintendent of Financial Services and Treasurer)
P. Gillie (Superintendent – Administrative and Operational Services)
N. Nicholls (Superintendent of Schools – Mountain)
M. Quinn (Superintendent of Schools – Lower City)
R. Lavoie (Superintendent of Schools – French as a First Language)
M. Matier (Assistant Superintendent of Schools – Mountain)
S. Thompson (Assistant Superintendent of Schools – Lower City)

Mr. Korz called the meeting to order, noting regrets for not attending were received from Trustees Hill and Rodgeron. He then called for confirmation of the minutes.

Moved by Mr. Paquin:

That the minutes of the regular meeting of 1995 10 12 and special meetings of 1995 10 10, 1995 10 19 and 1995 11 01 be approved as presented. **CARRIED**

GENERAL

NEW BUSINESS:

Recommendations of
the Superintendent
of Human Resources

Moved by Mr. Darby:

That the recommendations of the Superintendent of Human Resources be approved as presented. **CARRIED**

Staffing Report
– Full Time
Equivalent Positions

Mr. Binns reviewed the Report.

Moved by Mr. Darby:

That the Staffing Report – Full Time Equivalent Positions as of 1995 10 31 be received for information. **CARRIED**

Report on Supply
Teacher Usage

Mr. Binns presented the Report.

Moved by Mr. Darby:

That the Report on Supply Teacher Usage as of 1995 09 30 be received for information. **CARRIED**

Temporary Assistance Report

■ Substitute Cleaner /Casual Assistance Usage – 1995

Mr. Binns reviewed the Report.

Moved by Mr. Darby:

That the Report on Substitute Cleaner/Casual Assistance Usage as of 1995 09 30 be received for information.

To enhance understanding of the information in this Report, Mrs. Bishop suggested that a column showing how the expenditures for substitute cleaner/casual assistance usage relate to the budget be provided in future reporting. Mr. Binns agreed to provide a verbal update at the next meeting.

The motion was put to a vote and was **CARRIED**.

■ 1994 and 1995 Temporary Assistance Expenditures

Mr. Binns presented the report.

Moved by Ms. Orban:

That the 1994 and 1995 Temporary Assistance Expenditures Report be received for information. **CARRIED**

Employment Equity – Requested by Trustees Cunningham and Korz

Mr. Mulholland assumed the Chair to permit Mr. Korz to participate in the discussion.

Miss Cunningham apprised the members about a presentation from the Ontario Public School Board's Association (OPSBA) regarding the impending repeal of the Employment Equity Act (Bill 8). She felt strongly that the Board should curtail further activities on the Employment Equity program until the government's ruling on Bill 8 is announced.

Moved by Miss Cunningham:

That the following motions regarding Employment Equity be approved:

(a) That no further action be taken pertaining to Employment Equity until the impact of Bill 8 can be factored into the Employment Equity program of the Board.

(b) That the Affirmative Action/Employment Equity Plan, adopted as Board Policy in December, 1990, be suspended until the impact of Bill 8 can be factored into this policy.

Trustees supporting the motion concurred this will be in keeping with the Board's present financial restraint and diminishing resources.

Trustees opposed to the motion provided the following input:

- The program is working effectively for this Board and should be continued, noting the present law is still in force until the new law sets in.
- Section 8 of the Education Act requires Boards of Education to develop policies on Employment Equity; hence, there is ongoing obligation for school boards to do so.

Moved in amendment by Canon Rogers:

That the motion be tabled until Bill 8 is passed.

LOST

Mr. Darby called the question and it was **Carried**.

The motion was put to a vote and was **CARRIED**.

Mr. Korz resumed the Chair.

**Chart by Employee
Groups Outlining the
Results of the
Elimination of 27.4
Full-Time Equivalent
Positions (Due to
Restructuring)**

Mr. Korz requested and obtained the required two-thirds majority vote to consider this item.

The members concurred with Miss Cunningham's request for a chart by employee groups which outlines the results of the recent elimination of 27.4 full-time equivalent positions (due to restructuring) to be presented at the December, 1995 meeting of this Committee.

ELEMENTARY/SECONDARY

NEW BUSINESS:

**Recommendations
of the Superintendent
of Human Resources**

Moved by Mr. Darby:

That the recommendations of the Superintendent of Human Resources be approved as presented. **CARRIED**

GENERAL

**Report re Decision
on Warehouse
Downsizing**

The Committee met in-camera where it was decided that this item be considered at a public meeting.

The Committee then met in public.

Mr. Shewfelt presented the Report.

Mr. Mulholland expressed several concerns with the operational savings accruing from the downsizing of the warehouse operations. He felt all these would eventually lead to increase in costs.

Questions were raised and addressed in the areas of gas deliveries, bulk ordering, furniture repairs, cartage and site-based management.

Mr. Darby challenged the Chair when Mr. Korz accepted Mrs. Lowe's question regarding the status of the 3 staff involved in the downsizing, contending this should be dealt with in-camera. The challenge was put to a vote and was Lost.

At this point, Mrs. Lowe withdrew her question.

Mr. Shewfelt advised that the overall savings from the Warehouse downsizing will be credited to Financial Services, with the portion relevant to supplies going to the schools.

Moved by Miss Cunningham:

That the Report re Decision on Warehouse Downsizing be received for information and the following recommendations approved:

(a) That two Warehouse Assistant positions be eliminated effective 1995 12 31.

(b) That the position of Leadhand, Warehouse be eliminated effective 1996 01 01.

(c) That the Superintendents of Administrative and Operational Services, Financial Services and Human Resources, together with their Managers, continue to develop and implement strategies for redesigning work processes in accordance with the report on Restructuring Phase II.

Mr. Mulholland requested a recorded vote.

Canon Rogers called the question and it was Carried.

The motion was put to a vote and was CARRIED with Trustees Bishop, Cunningham, Gage, Hicks, Johnston, Johnstone, Rogers and Stewart in favour; and Trustees Desmarais, Lowe, Mulholland, Orban and Paquin opposed. Mr. Darby abstained from the voting.

The meeting then adjourned.

Read and confirmed,

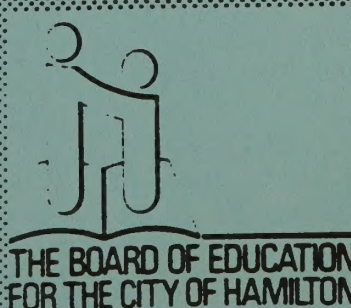
CHAIRMAN

URBAN/MUNICIPAL
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DECEMBER 1995
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PERSONNEL AND ORGANIZATION COMMITTEE



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MINUTES OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
1995 12 14

Present: Trustees Darby (Chairman), Cunningham, Johnston and Paquin.

Not
Present: Trustees Hicks, Korz and Stewart.

Also
Present: Trustees Bishop, Desmarais, Mulholland, Rodgerson and Rogers.

Officials
Present: D. Goodridge (Director of Education and Secretary)
R. Binns (Superintendent of Human Resources)
P. Shewfelt (Superintendent of Financial Services and Treasurer)
P. Gillie (Superintendent – Administrative and Operational Services)
N. Nicholls (Superintendent of Schools – Mountain)
M. Quinn (Superintendent of Schools – Lower City)
M. Matier (Assistant Superintendent of Schools – Mountain)
S. Thompson (Assistant Superintendent of Schools – Lower City)

Mr. Darby called the meeting to order, noting regrets for not attending were received from Trustees Hicks, Hill, Johnstone, Korz, Lowe and Stewart. He then asked for confirmation of the minutes.

Moved by Mr. Mulholland:

That the minutes of the regular meeting of 1995 11 09 be approved as presented.

CARRIED

Moved by Dr. Johnston:

That the presentation from the Hamilton and District Labour Council re Proposed Workload Formula for the Board's Caretaking Services be dealt with as the first item of the agenda. **CARRIED**

GENERAL

NEW BUSINESS:

Presentation from the Hamilton and District Labour Council re Proposed Workload Formula for the Board's Caretaking Services

Mr. Darby introduced Mr. R. Sutton, Recording Secretary – Hamilton and District Labour Council, who presented the Council's brief which outlined the concerns raised by CUPE, Local 1344 regarding the proposed workload formula for the Board's Caretaking Services.

For the records, Miss Cunningham voiced her opposition to the presentation, stating this has gone beyond the rules of the Board for submission of briefs to Standing Committees by the Public.

Moved by Miss Cunningham:

That the preceding presentation be tabled until after the consideration of the Workload Formula Report. **CARRIED**

BUSINESS ARISING OUT OF THE MINUTES:

Workload Formula Report

Mr. Binns provided an overview then called on M. Bottrell, Site Leader – Barton Secondary School, and J. Moffat, Manager/Trainer – Caretaking Services, who reviewed the pertinent details of the Report.

Mr. Mulholland questioned the figures in the Report, particularly the potential \$2.5 million savings and resulting reduction of 82.82 full-time equivalent (FTE) positions. Concluding that the Report was flawed and expressing his dissatisfaction with Board management, Mr. Mulholland distributed information sheets which outlined his own calculations of the workload formula (see attached). Noting several contract implications with the Report, it was

Moved by Mr. Mulholland:

That the Workload Formula Report be referred to the Salary Committee in order that the Salary Committee members can apply negotiation methods to address this report's obvious contract implications.

Mr. Mulholland requested a recorded vote.

The motion was put to a recorded vote and was LOST with Trustees Bishop, Cunningham, Darby, Desmarais, Johnston, Paquin, Rodgeron and Rogers opposed; and Trustee Mulholland in favour.

Moved by Miss Cunningham:

That the Workload Formula Report be received for information and the following recommendation approved:

(a) That the Board adopt a Workload Formula reflecting an average production rate of 17,593 feet per employee. This would reflect the reduction of 82.82 FTE at an actual loss of 90 positions. This represents a realized savings of approximately \$2,513,992.00 annually. (\$837,997.40 September–December 1996)

Although she acknowledged the hardships resulting from cutbacks, Miss Cunningham believed that the classrooms should be the foremost priority of the Board during this difficult financial restraint. She noted further that CUPE is among several employee groups to be affected by the Board's downsizing.

Mr. Mulholland requested a recorded vote.

The motion was put to a recorded vote and was CARRIED with Trustees Bishop, Cunningham, Darby, Desmarais, Johnston, Paquin, Rodgeron and Rogers in favour; and Trustee Mulholland opposed.

The Chairman confirmed it was within the Board's rules to deal with a presentation the same evening it is presented [Rule 84 (f)].

Moved by Miss Cunningham:

That the Presentation from the Hamilton and District Labour Council re Proposed Workload Formula for the Board's Caretaking Services be lifted from the table.

CARRIED

Moved by Miss Cunningham:

That the presentation from the Hamilton and District Labour Council re the Proposed Workload Formula for the Board's Caretaking Services be received for information.

CARRIED

Chart by Employee Group Outlining the Results of Downsizing of 27.4 Full-Time Equivalent Positions

Mr. Binns presented the Report. Referring to the Professional Administrative Support Staff (PASS), Mr. Binns advised that two appeals have been raised and subsequently upheld, resulting in further "bumping" process for this employee group. He will be bringing an update on PASS downsizing to the January meeting of this Committee.

Moved by Miss Cunningham:

That the Report re Education Centre Restructuring and Downsizing Results (3 Administrative Departments) and the verbal update re the Professional Administrative Support Staff (PASS) Downsizing be received for information.

CARRIED

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Moved by Miss Cunningham:

That the recommendations of the Superintendent of Human Resources be approved as presented.

CARRIED

Staffing Report – Full Time Equivalent Positions

Mr. Binns presented the Report, noting the pertinent changes.

Moved by Dr. Johnston:

That the Staffing Report – Full Time Equivalent Positions as of 1995 11 30 be received for information.

CARRIED

Report on Supply Teacher Usage

Mr. Binns reviewed the Report.

Moved by Dr. Johnston:

That the Report on Supply Teacher Usage as of 1995 10 31 be received for information.

CARRIED

ELEMENTARY/SECONDARYNEW BUSINESS:Recommendations of the Superintendent of Human Resources

Mr. Darby declared a conflict of interest on Clause 6 (Retirements) and requested this be voted on separately. He noted he would neither participate in the debate nor vote on the clause.

Moved by Dr. Johnston:

That Clause 6 of the recommendations of the Superintendent of Human Resources be approved. **CARRIED**

Moved by Dr. Johnston:

That the remaining clauses be approved.

CARRIED

Report on Elementary and Secondary Enrolment and Class Size

Ms. Gillie presented the Report and then responded to the members' questions.

Noting potential savings for the Board and the implications to the forthcoming changes in secondary school funding formula, Mrs. Bishop requested details on enrolment/class size for secondary school students taking two or more credits be provided at the next meeting. She also inquired on the status of her previous request for data on Special Education/Adult Education students and student retention.

Moved by Mrs. Bishop:

That further information on enrolment and class size for secondary school students taking two or more credits be brought back to this Committee by January, 1996.

Ms. Gillie advised that it may take considerable time to generate this information, emphasizing that the priorities at this time revolve around the Employee Information System (EIS) and Financial Information System (FIS). Referring to student retention, Ms. Gillie indicated that the Board is awaiting definite direction from the Ministry of Education and Training before proceeding to address this issue.

The motion was put to a vote and was **LOST**.

Moved by Dr. Johnston:

That the Report on Elementary and Secondary Enrolment and Class Size be received for information. **CARRIED**

Verbal Report of the Committee to Review the Current Promotion Policy and Procedures for Vice-Principals and Principals

Mr. Binns outlined the progress to date of the Committee to Review the Current Promotion Policy and Procedures for Vice-Principals and Principals, noting the current selection process has remained suspended until the committee completes its task.

Moved by Mr. Mulholland:

That the Verbal Report of the Committee to Review the Current Promotion Policy and Procedures for Vice-Principals and Principals be received for information. **CARRIED**

Request for Payroll Information (Cleaners/Caretakers)

Mr. Mulholland requested a report be brought back on the total payroll of all cleaners and caretakers for the September–November 1994 and September–November 1995 periods.

Mr. Darby called for but did not receive the required two–thirds majority vote to consider the added item.

Recommendation of the Superintendent of Human Resources

At an in–camera session of this Committee, the following motion was considered and approved:

Moved by Mr. Mulholland:

That the following recommendation of the Superintendent of Human Resources be approved:

6. RETIREMENTS

(a) That the resignation of Joan Stamp (Secretary, Secondary School Clerical and Secretarial Staff), for the purpose of retirement, effective 1995 12 31, be accepted with regret and that the Board's gratuity be paid. **CARRIED**

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

rt

Atts.

FORMULA

London Staff 335 FTE

Hamilton Staff 387.65 FTE

5 unassigned 5.00 FTE

Total 335 FTE

392.65 FTE

London 5,591,262 sq.ft.

Hamilton 5,628,000 sq. ft.

London $5,591,262/335 = 16,690$ sq.ft. per FTE. each shift.

Hamilton $5,628,000/16690$ sq.ft per FTE = 337.2 FTE required

Present Hamilton structure consist of

387.65 FTE

Plus five unassigned FTEs.

5.00 FTE

Total

392.65 FTE

Difference in total FTEs. required = $392.65 - 337.20 = 55.44$ FTE.

Less the allowance for Plum. Elec. Painting

2.45 FTE.

Total Reductions according to new Formula

52.89 FTE

FORMULA

London	335 FTE	Hamilton Staff	387.65 FTE
		5 unassigned	5.00 FTE
Total	335 FTE		392.65 FTE

London	5,958,500 sq.ft.	Hamilton	5,451,018 sq. ft.
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London $5,958,500 / 336 = 17,733$ sq.ft. per FTE. each shift.

Hamilton $5,451,018 / 17,733$ sq.ft per FTE = 307.39 FTE required
Plum. Elec. Painting = 2.45 FTE required
Total = 309.84 FTE required

Present Hamilton structure consist of	387.65 FTE
Plus five unassigned FTEs.	5.00 FTE
Total	392.65 FTE

Total FTEs. required $392.65 - 309.84 = 82.81$ FTE

CONTRACT COMPLIANCE

The London square footage is incorrect

The Hamilton square footage is incorrect.

Contracting in work is under estimated.

Savings of \$2,513,992 are incorrect.

Actual savings generated will be \$575,628.

To be cost efficient the entire London model would have to be adopted.



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